eVA Training Companion Document - Changes to Training Assets

We are planning to make additional changes to our training assets after January 3, 2022. We are not able to incorporate these changes now as this would cause a delay in finalizing other assets. To assist you with the comprehension of the assets, this is a list of anticipated changes. This list is not final. We will provide updates when applicable. Thank you for your patience.

In addition to the changes below, all assets will incorporate the new eVA logo.

#	Asset Name	Asset Type	Changes to be Incorporated After 01/03/2022
1	Welcome to eVA	Video	No changes anticipated.
2	High-Level Process Flow	Infographic	No changes anticipated.
3	Pcard Management	Video	No changes anticipated.
4	Key Points: Pcard Management	PDF	No changes anticipated.
5	Creating a Supplier	PDF	Title will be changed to "Requesting a State-Entered Vendor"
6	Catalog Shopping	eLearning	1. The concept of **non-catalog orders** will be added. Please refer to the quick reference guide (QRG) about non-catalog orders. All QRGs are available on the **Supporting Documents** tab of the training website. 2. Punchout items can be classified as contract/non-contract. 3. Non-catalog items can be classified as contract/non-contract. 4. Since contract items have been competitively sourced, it is a best practice to use them when possible. Being approved by an eVA Catalog Administrator is not a reason to purchase a contract item. This will be clarified. 5. The **Organization** field in the requisition header is auto-populated.
7	Key Points: Catalog Shopping	PDF	1. The concept of **non-catalog orders** will be added. Please refer to the quick reference guide (QRG) about non-catalog orders. All QRGs are available on the **Supporting Documents** tab of the training website. 2. Punchout items can be classified as contract/non-contract. 3. Non-catalog items can be classified as contract/non-contract.
8	Catalog Group Session (Requisitioners)	VILT	No changes anticipated.
9	Catalog Assessment (Requisitioners)	Assessment	Currently you are not able to review your answers to the questions if you receiving a passing score.
10	P2P Requisitions I	eLearning	1. There is improper guidance about adding contract numbers to a line item. We are going to make a field available so that entities that don't use eVA's contract module can key in contract numbers. 2. The concept of **non-catalog orders** will be added. Please refer to the quick reference guide (QRG) about non-catalog orders. All QRGs are available on the **Supporting Documents** tab of the training website. 3. Punchout items can be classified as contract/non-contract. 4. Non-catalog items can be classified as contract/non-contract. 5. The **Organization** field in the requisition header is auto-populated. 6. When adding a line item you will need to add a value in the **Price** field.
11	P2P Requisitions I: Practice	Practice	1. The scenario for this practice does not take any policy into account, it is simply used for demonstration purposes. 2. The **Organization** field in the requisition header is auto-populated.
12	P2P Requisitions II	eLearning	1. The ability to create a solicitation from a requisition is not available to all end users. 2. The system does not required to create a solicitation should they not find what they need in a catalog.
13	P2P Requisitions II: Guided Practice	Practice	1. Addresses will be auto-populated for users. 2. The address drop down/pre-fill task is not functioning properly. This will be fixed. 3. This asset does not properly explain mass edit. Mass edit would be the steps of editing multiple lines on a requisition. 4. Attaching a document requires additional steps. In the next version the additional steps will be included.
14	P2P Requisitions III	eLearning	1. Pre-encumbrance checks are not used by the majority of entities. This will be removed. 2. ERP integration is not used by all entities. This will be removed to reduce confusion. 3. In addition to the **Cancel PO** button after you press submit, there is also a **Cancel Requisition** button prior to pressing submit. 4. Additional information about change orders is discussed in the P2P Order status.

15	P2P Requisitions III: Practice	Practice	1. The scenario for this practice does not take any policy into account, it is simply used for demonstration purposes. 2. In addition to the **Cancel PO** button after you press submit, there is also a **Cancel Requisition** button prior to pressing submit. 3. The screen/directions block the ability to see the quantity change at the item level. This will be addressed. 4. The versioning of the change order hasn't been properly captured. A new number will not be generated, the existing number scheme will include version numbers.
16	P2P Requisitions: Key Takeaways	PDF	1. The concept of **non-catalog orders** will be added. Please refer to the quick reference guide (QRG) about non-catalog orders. All QRGs are available on the **Supporting Documents** tab of the training website. 2. Punchout items can be classified as contract/non-contract. 3. Non-catalog items can be classified as contract/non-contract.
17	P2P Requisitions Group Session	VILT	1. Pre-encumbrance checks are not used by the majority of entities. This will be removed. 2. ERP integration is not used by all entities. This will be removed to reduce confusion.
18	P2P Orders I	eLearning	1. **Internal orders** will be changed to **Confirming Orders**.
19	P2P Orders I: Practice	Practice	1. The term **requisition was raised** will change to **requisition was created**.
20	P2P Orders II	eLearning	1. The user will not need to the PO to the supplier. The supplier will receive the order through their supplier account in eVA. 2. It is not just the recommendation of eVA Customer Care, but rather the entire eVA team that user should issue a change order to reconcile the purchase order with the amount received.
21	P2P Orders II: Practice	Practice	1. The practice step after saving the receipt shows that it is still in draft status. This will be changed to show the receipt in Approved status.
22	P2P Orders III	eLearning	1. The versioning of the change order hasn't been properly captured. The first change to an order will add the suffix "-1" to the PO number. The next change to the same order will add the suffix "-2". 2. We will be adding information about partial receiving. 3. The **Non-Significant Change** request field will be changed to **Significant Change Request**. 4. We will add information about opening a closed order. 5. The last step of creating a return was not included. The user will need to stay on the return then schedule it to finalize the return. Additional information will be added to fully capture the steps.
23	P2P Orders III: Practice	Practice	1. Partial receiving will be added to this practice. 2. Partial returns will be added to this practice. 3. The last step of creating a return was not included. The user will need to stay on the return then schedule it to finalize the return. Additional information will be added to this asset to fully capture the steps. 4. The user **will not** need to reselect the PO Category when making a change to the order. 5. The user **will not** need to reselect Procurement Transaction Type when making a change to the order. 6. Commodity **will not** need to be reselected during a change of quantity.
24	P2P Orders: Key Takeaways	PDF	1. Pre-encumbrance checks are not used by the majority of entities. This will be removed. 2. ERP integration is not used by all entities. This will be removed to reduce confusion.
25	P2P Orders Group Session	VILT	No changes anticipated.
26	P2P Assessment	Assessment	1. Pre-encumbrance checks are not used by the majority of entities. This will be removed. 2. ERP integration is not used by all entities. This will be removed to reduce confusion. 3. Currently you are not able to review your answers to the questions if you receiving a passing score.